

Vacancy Announcement

An official diplomatic residence is seeking eligible and qualified candidates for the position of

Residence Manager

Open to: All Interested Candidates / All Sources

Position: Residence Manager

Opening Date: Thursday, October 01, 2020

Closing Date: Wednesday, October 14, 2020

Work Hours: Full-time - 40 hours per week

Work on the weekends or holidays may be required.

Salary:

EUR 4,249 gross per month* based on a 40-hour work week.

*NOTE: In addition, holiday allowance (per annum), food allowance (when present at work), commuting allowance, end-of-year bonus, and 25 days of annual leave will be added to the salary listed above.

Basic Functions of the Position

The Residence Manager is responsible for the efficient and effective operation of the diplomatic residence, supervising and managing all household staff, whilst ensuring good morale. The incumbent acts as liaison between the employer's office, the protocol office, and the residence.

Main duties and responsibilities include coordinating upcoming events, maintaining the residence calendar and events schedule, monitoring staff schedules, time and attendance, and in conjunction with the employer, annual leave, as well as counselling the residence staff when needed. Coordinates with the Butler on the proper execution of staff jobs. In coordination with the protocol office and the butler, assists in all aspects of preparations for representational functions.

Financial duties include liaising with teams at the embassy to report monthly expenses in a correct and timely manner, tracking of staff days worked, and distribution of monthly payroll sheets. The incumbent also controls and coordinates the petty cash fund.

Other responsibilities include ensuring that the residence is clean and well-maintained, purchasing of household supplies, and overseeing and safeguarding all necessary maintenance and repair work at the residence. In liaison with the Butler, maintains and supervises the silver, china, wine, and household inventories. Coordinates basic security matters pertaining to visitors and guests.

Qualifications Required

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. Education:** Graduation from college is desired, preferable in bookkeeping and administrative field.
- 2. Experience:** Experience in administrative field, including accounting. Experience in related domestic work environment is highly desired.
- 3. Language Requirements:** Speaking/Reading/Writing good working knowledge of English and Dutch are required.
- 4. Skills and Abilities:** Good Knowledge of protocol and sense of diplomacy are required. Must be well-organized and flexible in work hours. Good computer skills are essential. Attractive handwriting or calligraphic skills desirable.

Any of the above qualifications may be tested through an assessment as part of the recruitment process.

Additional Selection Criteria

1. The employer may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. The candidate must be able to obtain and hold a **Local Security Certification**.

How to Apply

Interested applicants for this position must submit their application by e-mail (preferably written in English) and any additional documentation that supports or addresses the requirements of the position (e.g., transcripts, degrees, permits) to the following e-mail address: HROTheHague@state.gov. Incomplete packages (i.e., only resumes and application letters) will be considered unqualified.

Download application form: <https://nl.usembassy.gov/embassy-consulate/jobs/>

Note: The selected candidate will not be an employee of the U.S. Government.

Point Of Contact

Contact Lisa Rouissi at 070-310-2235 or HROTheHague@state.gov for additional information about the position.

All applications must be received by the closing date to receive consideration. Only short-listed applicants will be contacted for interviews. If you do not hear from us within 4 weeks from the closing date, your application was not successful.